



LICENSE APPLICATION

Journeyman Plumber, Sewer Contractor, Home Improvement Contractor General and Limited

SPECIFY TYPE REQUESTED

Application Date _____

☐ Journeyman Plumber

☐ Home Improvement Contractor - General

☐ Sewer Contractor

☐ Home Improvement Contractor - Limited (specify) _____

Note: 1) A separate application is required for each license type requested; 2) Attach a copy of examination grade results. For Criteria of application for the above licenses, refer to Columbus Building Code Chapter 4114.

I, the undersigned, hereby apply for a Contractor License, in the City of Columbus, Ohio, and for that purpose give the following information and answers to ALL of the questions contained in this application:

Name _____ Date of Birth _____ Social Security # _____

Home Address _____ City/State/Zip _____

Home Telephone _____ Business Telephone _____

Have you ever been summoned before any City of Columbus Licensing Board for any type of violation hearing? ☐ Yes ☐ No

If YES, Which Board? _____ Date _____ Board Decision _____

Have you ever pled guilty or been found guilty of any offense other than non-moving traffic violations? ☐ Yes ☐ No

If YES, Please list below:

OFFENSE	DATE OF ARREST OR CITATION	PLACE (CITY AND STATE)

WORK HISTORY

List your present employment, then follow with any previous employment that applies. Only the employment listed will be considered in determining eligibility of the applicant. **Note:** Attach additional sheets and/or resumé if necessary.

FROM (MO/DAY/YR)	TITLE OF YOUR PRESENT POSITION	EMPLOYER/ORGANIZATION	AREA CODE/BUSINESS PHONE
TO (MO/DAY/YR)	MAILING ADDRESS		
NAME AND TITLE OF IMMEDIATE SUPERVISOR		ARE YOU WORKING FOR THIS EMPLOYER NOW?	YES NO
		IF YES, MAY WE CONTACT THIS EMPLOYER?	YES NO
DESCRIPTION OF DUTIES/INSTALLATION EXPERIENCE			
FROM (MO/DAY/YR)	TITLE	EMPLOYER/ORGANIZATION	AREA CODE/BUSINESS PHONE
TO (MO/DAY/YR)	MAILING ADDRESS		
NAME AND TITLE OF IMMEDIATE SUPERVISOR			
DESCRIPTION OF DUTIES/INSTALLATION EXPERIENCE			
FROM (MO/DAY/YR)	TITLE	EMPLOYER/ORGANIZATION	AREA CODE/BUSINESS PHONE
TO (MO/DAY/YR)	MAILING ADDRESS		
NAME AND TITLE OF IMMEDIATE SUPERVISOR			
DESCRIPTION OF DUTIES/INSTALLATION EXPERIENCE			

☐ Check here if resumé or additional sheets are attached.



NOTARY

I hereby certify that, to the best of my knowledge and belief, all statements made herein or attached are complete and accurate. I understand that any false statements later disclosed will cause loss of my right to examination and/or certification, and may subject me to prosecution under Ohio Revised Code Section 2921.13.

Date _____ Signature _____

SWORN to before me and subscribed in my presence this _____ day of _____, in the year _____

Notary Public _____ My Commission Expires _____

Notary Seal Here

OFFICIAL USE ONLY

Exam Result _____ Test Score _____ Date _____

Board Action for Certification ☐ Approved ☐ Disapproved ☐ Tabled ☐ Rejected for Eligibility ☐ Void Due to Time Limit

Board Member Initials YES _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ Yes _____ No _____
NO _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ Review Date _____

Board Chairman _____

By (Secretary) _____ Date _____

Issue Date of License _____ | _____ | _____ License # _____

By (Licensing Rep.) _____



GENERAL INFORMATION FOR LICENSING

Journeyperson Plumber, Sewer Contractor, Home Improvement Contractor General and Limited

The following information pertains to licenses issued to:

**Journeyperson Plumber
Sewer Contractor
Home Improvement Contractor - General
Home Improvement Contractor - Limited**

- A copy of the test results, from an approved testing agency, (Currently Experior Assessments, LLC; (614) 836-7881) with a passing score of 70% or higher must be attached to your completed license application.
- Applications must be submitted within ninety (90) calendar days of passing the test.
- Study references for each license exam may be found in the "Candidate Information Bulletin" published by Experior Assessments, LLC., (614) 836-7881.
- A NON-REFUNDABLE \$160.00 filing fee must accompany each application. Payment may be made in person or by mail at Building Services Division, 757 Carolyn Avenue, Columbus, Ohio 43224, payable to "Columbus City Treasurer."
- Please review all information and have your application notarized before filing for a license.
- Applicant must possess the required experience as stated within this application.
- After obtaining approval and certification by the Board of Review, a license fee must be paid and a bond obtained. The license and bond must be renewed annually.

MINIMUM PROCESSING TIME FOR SUBMITTED DOCUMENTS IS 10 BUSINESS DAYS!

The tentative meeting schedule for the various Boards is as follows:

CONTRACTOR BOARD	BOARD SECRETARY PHONE#	TENTATIVE MEETING DATE
Home Improvement	645-6371	1st Wednesday of each month
Plumbing	645-6340	3rd Wednesday of each month

- **APPLICATION MUST BE SUBMITTED SEVEN (7) DAYS PRIOR TO BOARD MEETING.**

If additional information is needed, please call the contractor license message center at **(614) 645-6083** or the Board Secretary (for your appropriate trade). This is a voice mailbox. Please leave your name, number, and a brief message. One of our customer service representatives will return your call. Forms and other information can be found at our website at td.ci.columbus.oh.us



COLUMBUS BUILDING CODE

4114.505 Minimum experience qualifications for a Department issued license.

(A) Home improvement general contractor license. The applicant for a home improvement general contractor license shall have a minimum of three (3) full years of "hands-on" installation experience in the one-, two-, and three-family home improvement field.

(B) Home improvement limited contractor license. The applicant for a home improvement limited contractor license in the following fields of specialization shall have a minimum of one (1) full year's of "hands-on" installation experience in that field for which a license is applied for:

- (1) Residential roofing.
- (2) Residential siding, windows and doors.
- (3) Residential wood deck installation.
- (4) Residential basement waterproofing.
- (5) Residential prefabricated fireplaces and wood or coal stoves.
- (6) Residential masonry fireplaces.
- (7) Residential aluminum siding installation.
- (8) Residential fencing.
- (9) Residential sidewalks and driveway approaches.
- (10) Residential exterior lathing and stucco.
- (11) Residential swimming pool and spas.
- (12) Residential asphalt paving.
- (13) Residential irrigation sprinkler

(C) "Hands-on" experience shall be characterized by the active personal involvement of the applicant in the activity directly related to the type of license for which an application was made. Such active personal involvement shall have provided for the acquisition of practical experience, knowledge and mechanical aptitude in the physical installation, operation, control, adjustment, repair and maintenance of the specific trade or craft.

(D) Sewer contractor license. The minimum of experience required for an applicant for a sewer contractor's license shall be evidenced in writing and shall have been obtained in any of the following ways:

(1) Two (2) consecutive full year's experience under the supervision of a Columbus or other recognized jurisdiction's licensed sewer contractor; or,

(2) Three (3) cumulative, nonconsecutive full year's experience under the supervision of a Columbus or other recognized jurisdiction's licensed sewer contractor; or,

(3) A current, valid license as a sewer contractor in another recognized city, county or state; or,

(4) Two (2) full years' experience working on sewer system(s).

(E) Journeyperson license. The minimum of experience required for an applicant for a journeyperson plumber license shall be as follows:

Have a minimum of five (5) full years' experience in the plumbing trade installing building services plumbing systems and apparatus including potable water systems; or,

Completed a United States Department of Labor, Bureau of Apprenticeship Training (USDOL, BAT) certified plumbing apprenticeship program.

(F) Alternatively, in lieu of the above requirements of Sections (A), (B), (C), (D) or (E) above, an applicant for any license may be:

(1) An engineer, registered in Ohio, in the specific field of work for the type of license for which application is made; or,

(2) A graduate engineer, with at least one (1) full year's experience as a designer or installer in the specific field of work for the type of license for which application is made.

(G) Determination of a full year. A "full year" of experience, where required in sections (A) through (F) above, shall be based on twelve (12) consecutive calendar months during which the applicant shall have been gainfully and verifiably employed for not less than sixteen hundred (1600) working hours at the specific craft, trade or profession for which an application for a Department issued license has been made.